

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779) 348-7158 Fax: (815) 967-4243
Web: www.rockfordil.gov



MECHANICAL LICENSE EXAMINATION APPLICATION

2020 SCHEDULE of APPLICATION FILING & EXAMINATION DATES

FILING DEADLINE: (First Thursday of each Month by 5:00PM)	TESTING DATE: (subject to Mechanical Board Approval) (Second Thursday of each Month at Noon)
January 2, 2020	January 9, 2020
February 6, 2020	February 13, 2020
March 5, 2020	March 12, 2020
April 2, 2020	April 9, 2020
May 7, 2020	May 14, 2020
June 4, 2020	June 11, 2020
July 2, 2020	July 9, 2020
August 6, 2020	August 13, 2020
September 3, 2020	September 10, 2020
October 1, 2020	October 8, 2020
November 5, 2020	November 12, 2020
December 3, 2020	December 10, 2020
January 7, 2021	January 14, 2021

*****Upon submittal of an application, the Mechanical Board will review the application and determine if the applicant has met the requirements set forth in the Mechanical Code Amendments to take the applied for license examination.**

If you have any questions, please call the Construction and Development Services office at (779) 348-7158.

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CONSTRUCTION AND DEVELOPMENT SERVICES DIVISION

Mechanical License Examination Application

To obtain a mechanical license from the City of Rockford, you must qualify and be approved by the Mechanical Board to take the mechanical examination and shall pass the examination as provided by the Mechanical Board. The following qualifications and requirements are from the 2015 International Code Family with amendments including the International Mechanical Code as amended and International Fuel Gas Code as amended, and the International Residential Code as amended:

All applicants for a license shall be of legal age, and **shall**:

1. **MANDATORY that the applicant have had at least five (5) years of experience in the trade for the class of license he is applying for or;**
2. have a degree in related mechanical technologies from an accredited university or college for the class of license he is applying for plus one (1) year of practical experience in that class or;
3. have completed a registered apprenticeship program recognized by the Mechanical Board for the class of license that he is applying for,

Applications for a mechanical license shall be filed with the code official on the second Thursday of each month by 5:00pm.

Examinations for licenses are given by the Mechanical Inspector, Stewart Johnson on the second Thursday of every month. The applicant must test within 90 calendar days of approval to test or will have to re-apply. Forty-eight hour notice of intent to take the license exam is required. If testing for more than one exam, each test may be given on different days; as each test requires a 2 hour time frame.

This license examination application must be notarized.

Return Applications to:
Construction and Development Services
Attention: Christina Hargrove
425 East State Street
Rockford, IL 61104
Phone: (779) 348-7158
Fax: (815) 967-4243

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Classes of Mechanical Licenses

- Class A** Class A license shall be issued to a person desiring to enter into the business of installing, altering, or repairing warm air heating, air conditioning, and ventilating equipment.
- Class A1** Class "A1" license shall be issued to a person desiring to enter into the business of performing work on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code on warm air heating and cooling (air conditioning) installations, and service replacements. The "A1" license excludes hotels, motels, and any housing units as established by the
- Class B** Class B license shall be issued to a person desiring to enter into the business of installing, altering, or repairing boilers, hydronics, steam heating, and solar systems.
- Class D** Class D license shall be issued to a person desiring to enter into the business of installing, altering, or repairing of refrigeration piping of kitchen equipment or equivalent such as: walk in coolers, walk in freezers, dairy cases, ice machines and the refrigerant piping of comfort cooling equipment only.
- Class E** Class E license shall be issued to a person desiring to enter into the business of installing, altering, or repairing any or all of the consumer gas piping from the point of delivery to the gas cock preceding the appliance.
- Class E1** Class "E1" license shall be issued to a person desiring to enter into installation, altering, or servicing of any or all of the consumer gas piping from the point of delivery (meter) to the gas shut-off valve immediately preceding the appliance on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code and provided it is under one P.S.I.G. and less than 2 ½" inside diameter pipe. The "E1" license excludes hotels, motels, and any housing units as established by the *International Building Code* (such as group homes, boarding houses, halfway houses and similar uses).
- Class F** Class F license shall be issued to a person desiring to enter into the business of installing prefabricated fireplaces, gas logs, Franklin stoves, inside barbecue burners or pits, and inside charcoal pits.
- Solar Systems** Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.
- Geothermal** Class A license, Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.



Construction and Development Services
425 East State Street
Rockford, IL 61104

Mechanical License Examination Application

This form must be completed in full. The statements must be attested to by a Notary Public. Failure to comply with the above instructions will delay action on this application.

When completed, this form must be presented to
Construction & Development Services, Mechanical Division.

TO BE FILLED OUT BY THE APPLICANT FOR APPLICATION

Name of individual applying for license: _____

Address: _____
City State Zip

Phone: _____ Email: _____

Business name of person, firm, or corporation to whom permits are to be issued: _____

Address: _____
City State Zip

Phone: _____ Email: _____

Circle Class(es) of license applied for: A A1 B D E E1 F

Are you currently licensed as a mechanical contractor in any other municipality or state?

YES* _____ NO _____

** if yes, please attach notarized documentation of license(s)*

Is this a re-submission? YES _____ NO _____

Mechanical License Class _____ Original Application Date _____

Education

[illegible]

Work History

Name of Company/Business:	From (M/Y)	To (M/Y)	Type of Business	Phone Number	
Street address		City	State		Zip
Job Title			Supervisor's Name		
Job duties:					

Name of Company/Business:	From (M/Y)	To (M/Y)	Type of Business	Phone Number	
Street address		City	State		Zip
Job Title			Supervisor's Name		
Job duties:					

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Job Title			Supervisor's Name		
Job duties:					

Experience and Qualifications

Describe your experience and qualifications for each class of license that you are applying for. Be sure to include job duties (installation, service, etc.) and all other relevant information.

Be specific.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Applicant applying for License

signature and date

APPLICATION AND ALL ATTACHMENTS SHALL BE NOTARIZED

State of Illinois

County of Winnebago

is a legal resident of

County of _____ State of _____ being sworn before me,

and that all statements are true to the best of my knowledge and belief.

Sworn and subscribed to me this

_____ day of _____ at,

_____ County of _____ and state of _____

Notary Public _____